NAVAL PERSONNEL
RESEARCH AND DEVELOPMENT
LABORATORY

WRM 71-12 AUGUST 1970

NAVY OFFICER PERSONNEL SYSTEM

REFINEMENT OF THE NAVY OFFICER CLASSIFICATION SYSTEM

AD711600

J. M. Pugh

WASHINGTON NAVY YARD
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NAVY OFFICER PERSONNEL SYSTEM

REFINEMENT OF THE NAVY OFFICER CLASSIFICATION SYSTEM

WORK UNIT NO.
(PF39,521.010.02.01)

J. M. Pugh

FOREWORD

This study was accomplished under the Objective No. PF39.521.010.02.01. It completes the planned exploratory development research concerning the Navy Officer Classification Coding System. Development and refinement of this system will be conducted under TDP P43.07X.A3 commencing with Fiscal Year 1971. This research memorandum is in support of the Manpower and Personnel Management Information System (MAPMIS) Information Objectives #11, #30, and #31 as combined by the Deputy Chief of Naval Personnel, with O?-01B agreement (see Appendix F).

SUBMITTED BY

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Director, Personnel Systems Research Division

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SUMMARY

Problem

The efficient management of Navy officer personnel manpower resources
is hampered by the lack of complete and explicit information to more
precisely achieve the correlation of officer inventory to billet require-
ments. The objective of this research is to provide recommendations for
the refinement of the Navy Officer Classification Coding System in order
to improve the Navy Officer Personnel System.

Background and Requirements

The Officer Personnel Act of 1947 (OPA) authorized the assignment
and designation of line officers of the Regular Navy to special duty only,
engineering duty only, aeronautical duty only, and limited duty only.
Each of these categories was broadly defined, but the exact specialties
within these groupings was left to the administrative decision of the
service. Staff corps authorizations were contained in other provisions
of law.

A classification coding structure was established to identify officer
categories authorized by law or determined administratively under the
provisions of law. A four digit code was a part of this structure and it
became known as the officer "designator." This personnel management tool
has been in use for more than twenty years. It has remained basically
the same as its original design in spite of a number of attempts to
restructure it to meet additional requirements (see Appendices A and B).

Other classification coding structures, such as Navy Officer Billet
Classifications (NOBCs) and Special Qualifications/Special Designations
(SQ/SD) classification coding structures, have been added to the Navy's
officer classification coding system since 1947. WRM 70-10 of July 1969,
Improvement of the Navy Officer Classification Coding System reported a
lack of integration among various elements of the Navy's classification
coding system and proposed a systematic procedure for developing the
system into an integrated whole.

Imperfections and faults have become increasingly apparent in the
Navy's system of officer classification due to changes in the budget process
under the planning and programming system and the demand for computer assisted
personnel management capabilities.

To insure effective consideration of these faults, the Manpower and
Personnel Management Information System (MAPMIS) Information Objectives
#11, #30, and #31 (see Appendix E) were consolidated by the Deputy Chief
of Naval Personnel, and a Steering Committee responsible for guidance in
the areas of research and development for the officer personnel system
was formed on 23 December 1969 (see Appendix F).

Approach

Current and historical information concerning Navy officer classification has been reviewed, e.g., Title 10 of the United States Code, results of past research and studies, DOD report requirements, and comments and opinions of officers responsible --- presently and in the past --- for officer manpower requirements and resources management. Preliminary analyses have been made of this material, particularly the officer and billet "designator" in relation to the entire officer personnel system requirements. Recommendations concerning immediate research and development or refinement to integrate the officer classification system have been developed (see Recommendation B.: Proposed R&D Tasks for Fiscal Year 1971, page 15).

Findings and Conclusions

1. Initial effort for officer classification refinements should concern the "designator" since it identifies legal and specialty officer categories in the broadest terms.

2. The Navy's officer "designator" structure is still basically sound after more than two decades of use. Refinements are necessary for a more effective officer personnel management system.

3. Refinements to the "designator" structure must be in consonance with the development and improvement of the entire officer classification coding system.

4. A paradox has existed in the demands to keep the "designator" a legal, promotional, or specialty categories identifier; and the demand for increasing specificity in the identification of officer billet and resource qualifications.

5. Past proposals for major restructuring of the "designator" have not been acceptable to all users. Needs of everyone must be determined before any changes are made.

6. The present "designator" can not by itself meet the personnel management and administrative needs without major restructuring and addition of digits to the code.

7. The entire officer qualifications classification coding system should be designed to furnish support for the officer categories, or "communities," identified by the "designators." (See Recommendation A.1. on page 13.)

8. It appears that the most logical way to refine the "designator," as required by MAPMIS Information Objective #11, will be through the development of the Additional Qualification Designations (AQD) and the Special Qualifications/Special Designations (SQ/SD) into closely correlated structures which modify the "designator."

9. The officer classification system must be so structured and defined that it will accommodate and correlate:

a. Manpower planning and associated budget processes;

b. Billet nomenclature and qualifications requirement identification;

c. Officer inventory planning;

d. Officer distribution planning and implementation.

10. Refinements and improvements in the officer classification system should be kept within the framework of the current Manpower and Personnel Management Information System (MAPMIS).

Recommendations

The following recommendations are intended for consideration by the Navy Officer Personnel System Research Steering Committee (Appendix F) in providing guidance for advanced development of the Officer Personnel System:

1. Adopt the concept of organizing the Officer Classification Coding System with all other qualifications structures subordinate to the designation structure (designator). (Page 13)

2. Adopt the concept of classification coding sub-systems. (Page 14)

3. Approve proposed research tasks concerned with the determination of officer designation requirements, the development of Additional Qualifications Designators (AQD), the development of Special Qualifications/Special Designations (SQ/SD), and the impact of changes to the officer designator codes. (Pages 15, 16, 17)

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REFINEMENT OF THE NAVY OFFICER CLASSIFICATION SYSTEM
WORK UNIT NO. PF39.521.010.02.01

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FACTORS	RATING			COMMENTS
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REFINEMENT OF THE NAVY OFFICER CLASSIFICATION SYSTEM

I. INTRODUCTION

A. Problem

The efficient management of Navy officer personnel manpower resources is hampered by the lack of complete and explicit information to more precisely achieve the correlation of officer inventory to billet requirements.

B. Objective

This Research Memorandum contains information and recommendations concerning refinement of the Navy Officer Classification Coding System. Its primary purpose is to provide the Navy Officer Personnel System Research Steering Committee, hereafter referred to as the Steering Committee (see Appendix F), with material for decision consideration concerning the achievement of the Manpower and Personnel Management Information System (MAPMIS) Information Objectives #11, #30, and #31 (see Appendix E).

C. Background

The Officer Personnel Act of 1947 (OPA) authorized the assignment and designation of line officers of the Regular Navy to special duty only, engineering duty only, aeronautical duty only, and limited duty only. Each of these categories was broadly defined, but the exact specialties within these groupings was left to the administrative decision of the service. Staff corps authorizations were contained in other provisions of law.

A classification coding structure was established to identify officer categories authorized by law or determined administratively under the provisions of law. A four digit code was a part of this structure and it became known as the officer "designator." This personnel management tool has been in use for more than twenty years. It has remained basically the same as its original design in spite of a number of attempts to restructure it to meet additional requirements (see Appendices A and B).

Other classification coding structures, such as Navy Officer Billet Classifications (NOBCs) and Special Qualifications/Special Designations (SQ/SD) classification coding structures, have been added to the Navy's officer classification coding system since 1947. WRM 70-10 of July 1969, Improvement of the Navy Officer Classification Coding System, reported a lack of integration among various elements of the Navy's classification coding system and proposed a systematic procedure for developing the system into an integrated whole.

Imperfections and faults have become increasingly apparent in the Navy's system of officer classification due to changes in the budget process under the planning and programming system and the demand for computer assisted personnel management capabilities.

To insure effective consideration of these faults, the Manpower and Personnel Management Information System (MAPMIS) Information Objectives #11, #30, and #31 (see Appendix E) were consolidated by the Deputy Chief of Naval Personnel, and a Steering Committee responsible for guidance in the areas of research and development for the officer personnel system was formed on 23 December 1969 (see Appendix F).

II. APPROACH

Current and historical information concerning Navy officer classification has been reviewed, e.g., Title 10 of the United States Code, Officer Personnel Act of 1947, results of past research and studies, DOD report requirements, and comments and opinions of officers responsible --- presently and in the past --- for officer manpower requirements and resources management. Preliminary analyses have been made of this material, particularly the officer and billet "designator," in relation to the entire officer personnel system requirements. Recommendations concerning immediate research and development have been formulated and informally reviewed by members of the Steering Committee.

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III. DISCUSSION

The Navy Officer Classification Coding System divides into four
major categories: 1. Personal Data, such as age or sex; 2. Administra-
tive Data, such as source or procurement or promotion status; 3. Quali-
fications Identification, such as education or occupational specialty;
and 4. Organizational Identifications, such as activity or type command.

The current problem, of determining and developing refinements to the
officer classification coding system, is concerned with the third category
primarily. Difficulties of identification and correlation of officer
requirements and resources are generally found within the limitations of
the officer classification coding structures responsible for qualifications
identification. Too often qualifications are implied rather than identified.
An example of implied qualification is the use of the NOBC to indicate
experience via billet incumbency. Refinements and correlation of organiza-
tional identifications, category 4, need to be considered. The first two
categories, personal data and administrative data, must be considered, but
there is little indication that change or refinements in these categories
is required. Usually, the codes in these two categories are self-explanatory.

There are several important guidelines to be kept in mind throughout
the development of necessary refinements to the Navy Officer Classification
Coding System. First, there is a need for a one to one correlation between
the identification of billet requirements and officer resources. Second,
is the need to keep management and operational disruption to a minimum.
Change can be disruptive and costly. Third, is the need for more explicit
identification of items, particularly qualifications, for input and retrieval
efficiency in the Manpower and Personnel Management Information System
(MAPMIS). Other guidelines are contained in Appendix E, Pers-A memorandum
of 1 June 1970, Subj: Research Requirements in Support of Officer Personnel
Systems with enclosed descriptions of (MAPMIS Information Objectives) I.O.'s
#11, #30, and #31. Enclosure (4) to this memorandum is not included in
Appendix E because of its size. However, a summary of its contents,
concerned with Pers-B1 needs, was included in WRM 70-10, and is on the
last page of Appendix G.

Appendix G is the Summary and Conclusions portion of WRM 70-10, Improve-
ment of the Navy Officer Classification Coding System, of July 1969. Material
contained in WRM 70-10 is, for the most part, of current importance to this
project. It contains additional background and discussion.

On 23 December 1969, the Deputy Chief of Naval Personnel, in agreement
with OP-01B, combined the MAPMIS Information Objectives #11, #30, and #31
and formed the Steering Committee for officer research (see Appendix F).

Combination of these three Information Objectives is in consonance
with the recommendation contained in WRM 70-10: "The Navy Officer Classifi-
cation System, and its relationships with the Navy Management Information

System, be considered from a total systems viewpoint ----." Appendix E contains definitions of the three information objectives. Summations are:

I.O. #11: Improve the quality of selected manpower requirements information in the MARP and Billet Files. (Primary attention to refinement of the officer "designator.")

I.O. #30: Define more precisely the qualifications required by officer billets, utilizing standard codes for both the requirements and the officer personnel data elements.

I.O. #31: Establish a more comprehensive officer master record that will provide for: a. More clearly defined data elements for information inquiry and retrieval; b. Data elements compatible with requirements files; c. More comprehensive basis for statistical and historical analysis; d. The capability of creating a "working file" of the more commonly used data elements of the officer master record.

It has been indicated by the Steering Committee that consideration of I.O. #11 should be given priority, i.e., immediate attention to refinement of the officer "designator." This is the logical starting point for consideration of the entire officer classification system. The "designator" (Navy Officer Designation Classification Coding Structure) identifies officers by major occupational or specialty categories in accordance with law or high-level policy. All the other qualifications identification classification coding structures can be considered as modifiers of the "designator." It identifies the class or category of officer for billets and resources, and the other structures add qualification details.

Appendices A and B contain a history of the evolution of the "designator" and several attempts to restructure the "designator" since its original design in 1947. Despite the faults found with the "designator" over the years, it has been an important classification coding tool for Navy manpower management and personnel administration.

Attempts to improve or restructure the "designator" have had a common fault, i.e., consideration of it isolated from the entire officer personnel system. It has been expected to identify more than that for which it was designed. The Navy Manpower and Personnel Management Information Systems Task Force (MISTAF) recognized this in 1967 and recommended a modifying structure, the Primary Qualification in Specialty (PQS). The Boettcher Study Group developed the PQS classification coding structure for the aviation community. In addition, they developed a utilization code to be used in conjunction with it. Final work for its implementation into the manpower information system is being done. Appendix H, OpNav Memorandum (Op-102D) of 30 April 1970, resulted in a series of meetings including members of the Steering Committee. Among other things decided, was the change of the PQS to Additional Qualification Designation (AQD) since PQS was being confused with P, S, and Q-Codes of officer subspecialization.

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Appendix C charts the potential scope of the "designator" structure and indicates the codes currently in use. There is considerable room for a variety of expansions and refinements within the present structure.

Appendix D contains charts showing the major officer communities to be considered in work leading to the refinement of the Officer Classification Coding System.

The following alternatives have been developed for consideration in the refinement of the "designator."

Alternative #1

1. Incorporate warfare identification and qualification status into the designator structure by identifying:

    a. Submarine warfare using 12XX series

        120X - URLO Submarine Billet, General (any submariner can fill)
        121X - "   Submarine, Nuclear
        122X - "   Submarine, Diesel
        123X - "   Submarine, Nuclear (not fully qualified)
        124X - "   Submarine, Nuclear Trainee
        125X - "   Submarine, Diesel (not fully qualified)
        126X - "   Submarine, Diesel Trainee
        127X -
        128X -
        129X -

    b. Line/surface warfare using 11XX series

        110X - URLO
        111X - "   Qualified in surface warfare
        112X - "   Qualified in surface warfare, former submariner
        113X - "   Qualified surface nuclear and surface warfare
        114X - "   Surface nuclear power trainee
        115X - "   Not qualified in a warfare specialty
        116X - "   Wave Officer
        117X -
        118X -
        119X -

    c. Special warfare using part of 10XX series

        1000 - OPNAV/PERS controlled billets (not used on officers)
        101X - UDT/SEAL
        102X -
        103X -
        104X -
        105X -

```
106X -
107X -
108X -
109X -
```

    d. Add to aviation warfare 13XX series

```
1300 - Aviation billet, general
131X - URLO Pilot
132X - NFO
133X -
134X -
135X - AGO
136X -
137X - URLO in training for 132X (NFO)
138X -
139X - URLO in training for 131X (Pilot)
```

    e. Restricted Line (Specialists) using 14XX, 15XX, 16XX, 17XX, 18XX series

    f. <u>Line</u> LDO's using 6XXX series

    g. Staff Corps using 2XXX, 3XXX, 4XXX, 5XXX series

    h. Line WO's using 7XXX series

    i. Staff WO's using 8XXX series
(Perhaps(?) as with Staff LDO's they should be identified within corps series)

    j. Leave 4th digit to identify status, e.g., XXX7 - TAR

2. Develop AQD//SQ/SD structures to modify designator.

3. Develop weapon systems qualifications identifiers.

4. Develop NOBC hierarchies.

<u>Alternative #2</u>

1. Leave the structure of the 4 digit designator as it is.

2. Place warfare identification into a combined AQD//SQ/SD structure.

3. Develop AQD//SQ/SD structure, to meet all needs, with definitions and qualifications standards.

4. Develop weapon systems qualifications identifiers.

5. Develop NOBC hierarchies to standardize identification of officer experience in relation to billet incumbencies.

Alternative #3

1. Make only minor changes in the 4 digit designator, for example:

a. Free the 4th digit of the officer code by placing "status" (e.g., USN or USNR) with the file # as a 1 digit suffix.

b. Use 4th digit to identify relative qualification, such as, "in training," "generally qualified," "qualified for command at sea," or "no warfare specialty."

2. Incorporate "occupation codes" into designator or AQD//SQ/SD structures.

3. Develop weapons systems qualifications identifiers.

4. Develop NOBC hierarchies to identify officer experience.

Alternative #4

1. Completely restructure officer designation system (designator). Add digits to give scope for greater specificity of qualifications identification.

2. Develop whatever additional classification coding structures are required to support the "new designator."

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IV. FINDINGS AND CONCLUSIONS

Based on the data contained in this report, the findings of previous studies and research efforts, and judgements provided by members of the Steering Committee, it is concluded that:

1. Initial effort for officer classification refinements should be concerned with the "designator" since it identifies legal and specialty officer categories in the broadest terms.

2. The Navy's officer designation structure, "designator," is still basically sound after more than two decades of use. Refinements are necessary for a more effective officer personnel management system.

3. Refinements to the "designator" structure must be in consonance with the development and improvement of the entire officer classification coding system.

4. A paradox has existed in the demands to keep the "designator" a legal, promotional, or specialty categories identifier; and the demand for increasing specificity in the identification of officer billet and resource qualifications.

5. Past proposals for major restructuring of the "designator" have not been acceptable to all users. Needs of everyone must be determined before any changes are made.

6. The present "designator" can not by itself meet the personnel management and administrative needs without major restructuring and addition of digits to the code.

7. The entire officer qualifications classification coding system should be designed to furnish support for the officer categories, or "communities," identified by the "designators." (See Recommendation A.1. on page 13.)

8. It appears that the most logical way to refine the "designator," as required by MAPMIS Information Objective #11, will be through the development of the Additional Qualification Designation (AQD) and the Special Qualifications/Special Designations (SQ/SD) into closely correlated structures which modify the "designator."

9. The officer classification system must be so structured and defined that it will accommodate and correlate:

    a. Manpower planning and associated budget processes;

    b. Billet nomenclature and qualifications requirement identification;

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c. Officer inventory planning;

d. Officer distribution planning and implementation.

10. Refinements and improvements in the officer classification
system should be kept within the framework of the current Manpower
and Personnel Management Information System (MAPMIS).

V. RECOMMENDATIONS

A. It is recommended that the following concepts be adopted:

1. <u>Organize the officer classification coding system with all other qualifications structures subordinate to the designation structure (Designator) as shown in the organizational chart below.</u>

NAVY OFFICER QUALIFICATIONS CLASSIFICATION CODING SYSTEM
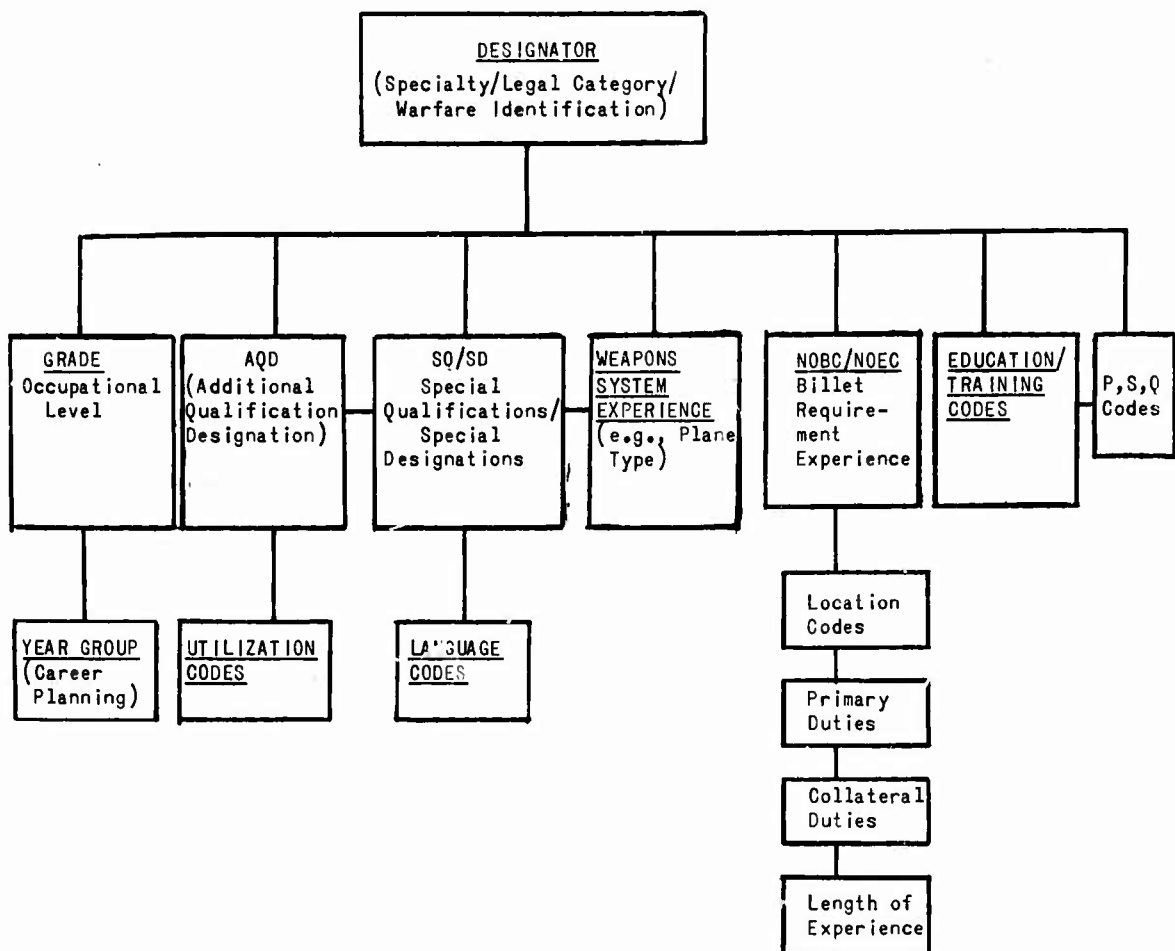
CODES:

Designator	Grade/ Yr. Grp	AQD/U	SQ/SD	WSE	NOBC/ NOEC	Ship & Station	Education	P,S,Q	Training
XXXX	X/XX	XXX/X	XXX*	XXX*	XXXX	XXX*	XXXXX*	XXXXX*	XXX*

*Provisions for recording more than once.

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2. **Adopt the concept of classification coding subsystems**, i.e., for the use of two or more individual structures together to form a particular set of informational elements for manpower management or personnel administration purposes. Correlate the individual classification structures (as shown below) in order that subsystems can be formed for specific informational purposes. Use of subsystems has been in effect for years, e.g., grade, designator, and NOBC used together for a particular purpose.

- -

a. **Officer Designator**
(**Primary** Classification
Coding Structure)

```
      ┌──────── Officer Category/Specialty
      │              (e.g., URLO)
XXXX ─┤
      │
      └──────── Status, e.g., USN or USNR
```

- -
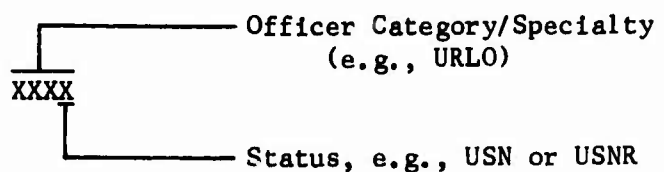
b. **Designator Modifiers**
    AQD/U
(Billet Classification
Coding Structure)

```
      ┌──────── Utilization Code
      │              (e.g., Tactical)
XXXX ─┤
      │
      └──────── Additional Qualification
               Designator, i.e., Designated
               Officer Category Modification
```
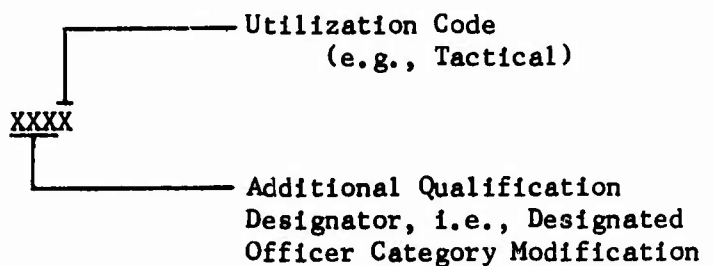
c.   **SQ/SD**
(Officer AQD = Primary SQ/SD)

```
      ┌──────── Area of Qualification
      │
XXX ─┤
      │
      └──────── Specific (Defined) Skill(s)
```

(Special Qualifications/
Special Designations
Classification Coding
Structure)

- -
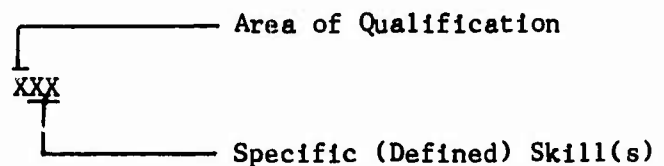
d. **NOBC/NOEC** Structure(s)/Functional
Hierarchies
(Navy Officer / Navy Officer
Billet   / Experience
Classifica- / Classification
tion)   / (Experience
             / Identification)

```
                          ┌──────── Field and Group
                          │
              → XXXX ─────┤
              │           │
Current NOBC ─┘           └──────── Specific /(Develop) Functional
                                    Billet   / Hierarchal Qualifi-
                                             / cation
```

14
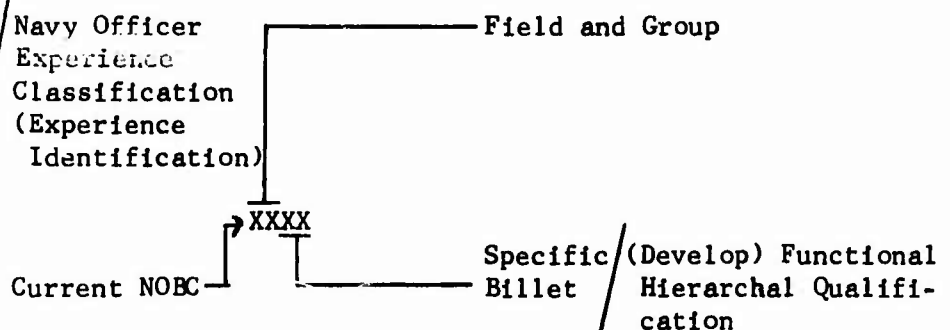
B. It is recommended that these research and development tasks be initiated in Fiscal Year 1971.

1. Determine officer designation requirements to meet the following demands:

```
                    +--------------------------+
                    |           LAW            |
                    |                          |
                    |  e.g.,                   |
                    |     URLO                 |
                    |     Restricted Line      |
                    |     LDO and Warrant      |
                    |     Staff Corps          |
                    |                          |
                    +--------------------------+
                              ↕

            +------------------------------------+
            |             DOD/SECNAV             |
            |                                    |
            |      1100   1120   1310   1320     |
            +------------------------------------+
                              ↕
```

CNO (OP-01)
Billet Categories (Generalization vice Specialization)

1100		1120	1310	1320	

```
                              ↕
```

CNP
(B1)
Officer Communities (Detailing/Career Planning and Administration)

1100		1120 NUC | DIES	1300						

15
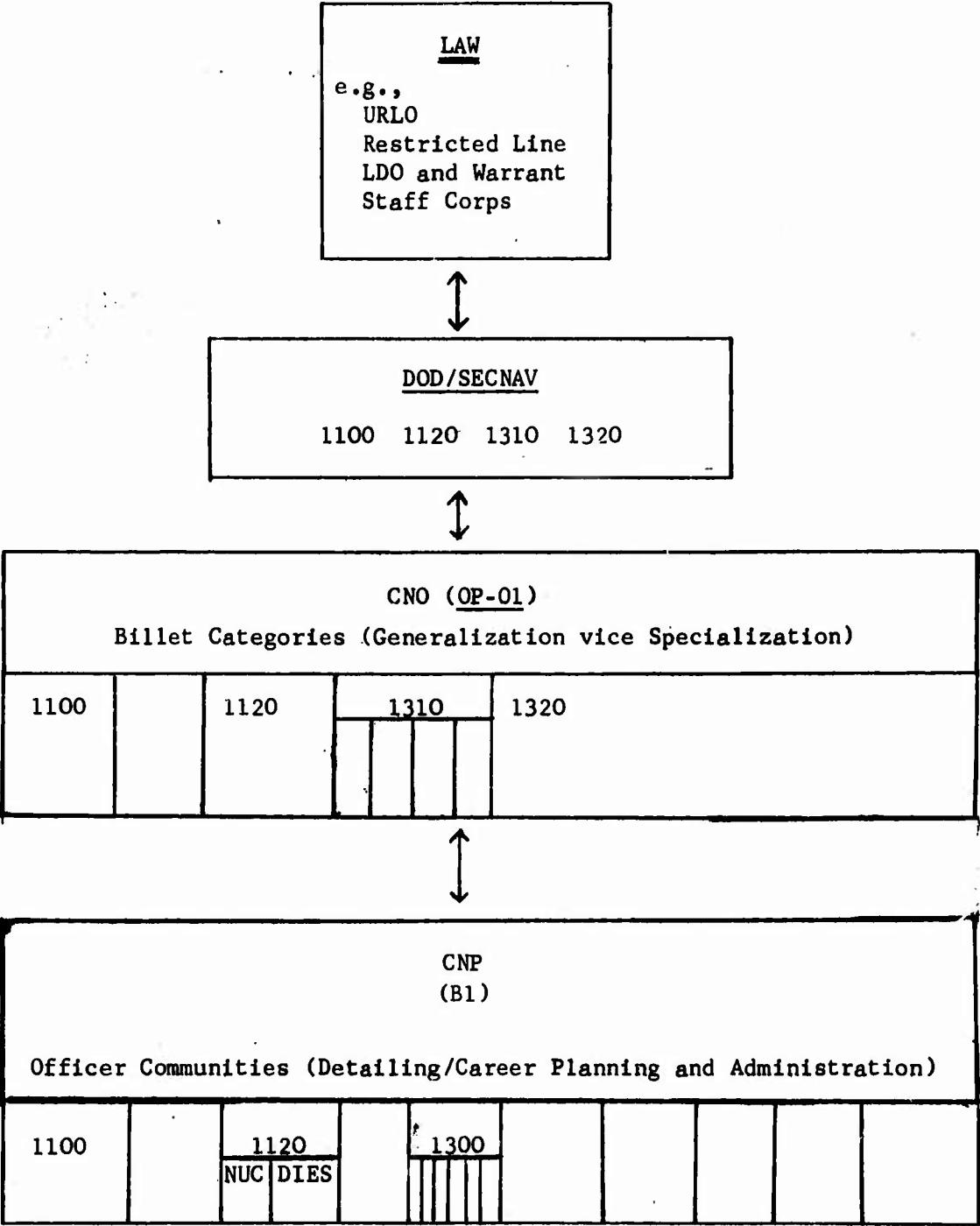
2. Develop Additional Qualifications Designators (AQD)*, with definitions and qualifications requirements, to include the following officer categories:

        Surface Line

        Submarine Line

        Line without warfare specialties, e.g., Waves

        Restricted Line Categories

        Staff Corps Categories

        LDO/Warrant Officer Categories

Aviation AQD segment has been developed.[1] Since this portion uses a three digit code for the AQD with an additional digit to identify utilization, use the same pattern for other officer categories as shown below:

13XX AQD/U

                Qualif. Identif.

                Aircraft Identifier

                Utilization

  A   01 A

11XX AQD/U

                Qualif. Identif.

                Ship/Station Type

                Utilization

  X XX/X

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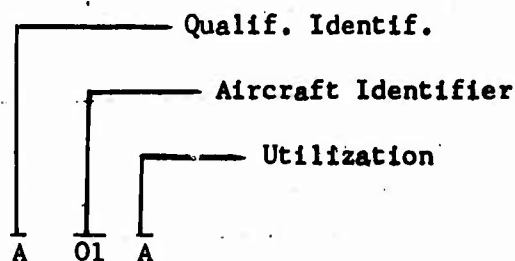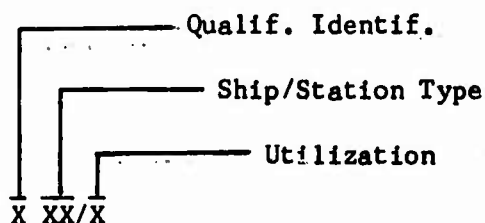
*AQD replaces the Primary Qualification in Specialty (PQS) proposed by the Navy Manpower and Personnel Management Information Task Force (MISTAF) in 1967. Until recently PQS has been used, but as pointed out in WRM 70-10 of July 1969, there is another PQS (Personnel Qualification Standards) in use in BuPers, and the P-, S-, and Q- Codes of Officer Subspecialization. The chance for confusion would be too great if PQS were continued for officer primary specialty.

[1]CAPT A. R. Boettcher's Study Group Report

3. Develop the SQ/SD classification coding structure by:

    a. Identification of all required special qualifications or designations.

    b. Develop definitions for these classification codes similar to those developed for the old A- and J-Codes.

    c. Identify responsibility for "certification" in all cases.

    d. Restructure for better digital significance, particularly in relation to other coding structures.

    e. The Additional Qualification Designator (AQD) recommended by MISTAF be incorporated into the SQ/SD structure, with the first position of the SQ/SD on the Officer Data Card to be the officer's AQD.

    f. Develop an SQ/SD manual (or a section for the Manual of Navy Officer Classification - NAVPERS 15839 series) using the format shown on following page.

SPECIAL QUALIFICATIONS/SPECIAL DESIGNATIONS (SQ/SD) CODES
(Items 81 - 82 on the ODC)

CODE	CLASSIFICATION TITLE	ADP TITLE
001	Qualified for Command of Submarines	SS CMD

DEFINITION: Unrestricted Line Officers of the Navy certified as qualified for command of submarines, Regular Navy officers and Naval Reserve officers on active duty must:

1. Be qualified in submarines and have completed two years of service after being qualified.

2. Be in the grade of lieutenant or senior.

3. Have completed all necessary practical factors as determined by the Submarine Force Commanders.

4. Have satisfactorily completed a comprehensive written examination administered as directed by the Submarine Force Commanders.

5. Have successfully completed an oral and at sea examination for "qualification for command of submarines" administered by a qualification board in accordance with procedures jointly approved by the Submarine Force Commanders.

RESPONSIBILITY FOR CERTIFICATION

1. Commanding Officer (Recommendation)

2. Division, Squadron, or Flotilla Commanders (Certification Letter)

3. Officer

4. Bureau of Naval Personnel (Copy)

METHOD OF CERTIFICATION INPUT/DELETION

BuPers records above recommendations and adds to list of officers qualified for command of submarines.

An officer once having qualified for command of submarines will retain such qualification unless his performance demonstrates his unfitness for assignment to command.

TIME ELEMENT

To be reported immediately after examination results determined to be successful.

4. Staff Study: Impact of change of digits of officer designator codes, e.g.,

    a. Cost of changing records?

    b. Disruption to Navy?

    c. Confusion of "old" identification with "new"?

    d. Disruption of officer data banks and Pers-N?

    e. Advantages vice disadvantages.

5. Develop a glossary of Navy officer classification coding terms for better understanding and communication among users of the system.

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APPENDIX A

HISTORICAL SUMMARY (1942 - 1970) OF THE OFFICER DESIGNATOR

World War II   Identification of broad categories by means of
                  alphabetical symbols, e.g., DVG, Deck Volunteer
                  General; DVI, Deck Volunteer Intelligence; CEC,
                  Civil Engineer Corps.

1947   Officer Personnel Act (OPA) of 1947 authorized
                  the assignment and designation of line officers
                  of the Regular Navy to:

                  1. Special duty only, including but not restricted
                  to the performance of specialized duties in such
                  fields as communication, law, naval intelligence,
                  photography, and hydrography.

                  2. Engineering duty only category. (Amendment to
                  the Act of August 1916.)

                  3. Aeronautical engineering duty only.

                  4. Limited duty only, commissioned grades not above
                  commander. Input to be from warrant officers, chief
                  petty officers, and petty officers first class.

                  It was specified that the total number of officers
                  assigned to each category would not exceed, at any
                  one time, the following percentages of the total
                  number of unrestricted line officers of the Regular
                  Navy:

                      a. Special duty only - 2 5/10%

                      b. Engineering duty only - 4 5/10%

                      c. Aeronautical engineering duty only - 2 5/10%

                      d. Limited duty only - 6 22/100%

                  Other provisions of law established staff corps of
                  the Navy.

                  A four digit designator code structure was designed
                  and established to maintain accountability of the
                  numbers of officers designated in the various cate-
                  gories identified in the OPA for the Regular Navy.
                  These numerical codes replaced the alphabetical codes
                  for the Regular Navy but not for the Reserve.

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1947 (continued)	BuPers Circular Letter, C/L 159-47, established Officer Allowance Codes to be used to identify billets in comparable terms (codes) to those to be used for Regular Officers, e.g., Line 1100, 1200, 1300; Restricted Line 1400, 1450, 1510, 1520, and 16XX series for special duty only.
	Officer Classification Symbols, BuPers C/L 298-44, were modified and retained for Reserve Officers.
1949-50	BuPers C/L 33-50 of March 1950 implemented SecNav directive to classify Reserve Officers by means of the numerical codes. The Classification Symbols were abolished. The revisions of the designation classification coding structure (Designator) made at this time set the form which has been in effect for the past twenty years. The first three digits were used to group both officers and billets by comparable categories. It was indicated which codes applied to officers only, to billets only, or to both officers and billets. The fourth digit was established as 0 for billets, and as specific identification of the officer status, e.g., 0 for Regular Navy, 5 for Reserve.
1952	NAVPERS 18282 of Feb 1952. Qualification Standards for USNR Officer Specialist Designators.
	BUPERS INSTRUCTION 1210.4 of 4 December 1952 revised and consolidated all existing circular letters concerning the use and definition of billet and officer designator codes. It defined the phrase "unrestricted line officer" to mean officers of the line who are not restricted in the performance of duty; "restricted line officer" to mean officers of the line designated for engineering duty, aeronautical engineering duty, special duty, or limited duty. It stated that although there is no legal authority for assignment and designation of officers of the line of the Naval Reserve, as there is for Regular officers, to engineering duty only, aeronautical engineering only, special duty only, and limited duty only, the designator code system provides for Naval Reserve officers to be given "equivalent" code designators in the restricted line officer categories as an aid to personnel planning.
	The 1952 instruction incorporated designator codes for officers of the line of the Regular Navy appointed for the performance of Limited Duty in the 17XX series. It further stated the billet designator codes in the 14XX, 15XX, and 16XX series provide for billets to be

1952 (continued)	filled by restricted line officers of the Regular Navy or Naval Reserve officers qualified as the equivalent. (Qualified as the "equivalent" was defined to include officers qualified by experience or education to fill a specific billet regardless of the designator code assigned.)
1954	Change 3 to BUPERS INSTRUCTION 1210.4 of March 1954 deleted the unrestricted line designator code 111X which applied only to officers who are especially qualified to perform aviation duties but who are assigned unrestricted line duties outside the aeronautic organization.

A major change from the 1952 instruction was the substitution of "Line" for "unrestricted line officer," equating it with eligibility for command at sea. Other changes included "Limited Duty" with EDO, AEDO, and SDO within the "Restricted Line", eliminated 133X, 134X, and 139X, and eliminated 152X on the recommendation of the "Board to Study the Engineering Duty, Aeronautical Engineering Duty, and Special Duty Structure," commonly known as the Low Board, whose report was dated 24 March 1953. In addition, 13 warrant officer classification codes were eliminated.

In 1954, there was an unapproved proposal to designate "Technical Duty Officer Category of the Line" and to change Limited Duty Officers to Technical Duty Officers with the same specialties identified.

1957	Pers-A1, CAPT P. S. Savidge, Jr., proposed a major overhaul of the designator structure which was not implemented. One of the problems which the restructure proposed to solve was "insufficient discrimination between pilots and ground officers."
1958	The Officer Personnel Act of 1947 was codified in the 1958 Edition of the United States Code, Title 10, and was cited as background in BUPERS INSTRUCTION 1210.4B of 31 May 1958. This instruction deleted the officer designation 142X, "An engineering duty officer specializing in electronics engineering" as recommended by BuShips on 5 December 1957. This change also established a warrant officer category (Operations Technician, 714X), and three warrant categories were eliminated.

(NAVPERS 18282 of Nov 1958) Qualification Standards for Reassigning Naval Officer Designators (USN and USNR).

1959	The major change to the billet and officer designator code promulgated by BUPERS INSTRUCTION 1210.4C of 18 August 1959 was the transfer of the 17XX and 18XX series for Limited Duty Officers to codes in the 6XXX series. The officer designator code 132X was eliminated for administrative purposes and was to be identified by the 131X code.

Placing the LDO's in the 6XXX series changed the digital significance of the structure. The #1 in the first position of the code no longer identified all line officers.

1962	SECNAV approved MPWR No. 14 contained in the Review of Management of the Department of the Navy (Dillon Board Report) of December 1962, which stated that the Chief of Naval Personnel be directed to institute a study of the officer designator system.

1963	The Board to Examine and Recommend Criteria for Selection of Flag Rank in the Navy (Pride Board) Report stated, "As the Navy has grown larger and the number of categories requiring specialists or sub-specialists has increased, the information regarding the Navy's needs in each of these categories has become more and more important to the success of the selection process."

In consonance with the MPWR No. 14 of the Dillon Board, and the findings of the Pride Board, the Personnel Research Activity, Washington (now the Naval Personnel Research and Development Laboratory) was given a task assignment to study the officer designator problems. This study resulted in a preliminary Staff Study and two Research Reports which presented feasible new designator structures of 4, 5, and 6 digits, and the reactions of top commands throughout the Navy to these proposals.

It was decided that the designator structure would remain much as it had been and that sub-specialty designations for URLO's would be accomplished by another structure. This resulted in the design of the P-, S-, and Q-Codes/Education Codes to identify sub-specialty requirements and resources. (Combs Board formalized these classifications).

1964-65	Further research was conducted, in accordance with a Pers-A1 request, concerning the specific requirement in MPWR No. 14 for capability to discretely identify billets which could be filled by any unrestricted line officers, billets which required aviation officers only, and billets which required surface/subsurface officers only.

1964-65 (continued)	3 Nov 1965, Pers-B1 assumed responsibility for qualification standards for reassigning Naval officer designators (NAVPERS 18282 absorbed by BUPERS Instructions or Notices).
1966	The Retention Task Force (Alford Board), SECNAV approved recommendations 14 Feb 1966, gave consideration to officer designator problems, reviewed all the Personnel Research Activity (NPRDL) reports and findings, and proposed modification of the officer and billet designation system.
	CAPT H. C. Grothjan's OPNAV (OP-05) aviation officer study produced designator modifiers, last two digits of the designator, for use on manpower authorizations. (Used until 1970, AQD Codes replaces them.)
	Pers-A1 (CAPT R. Alexander) produced a staff study displaying a proposed complete revision of the officer designator structure.
	The Designator Study Group (DSG) was formed in OPNAV on 1 Sep 1966, under the chairmanship of RADM D. B. Bell (OP-01B) to meet the requirements set forth by the Alford Board and approved by SECNAV. There were two recommendations: (1) to establish a "general" URLO billet designation, and (2) to establish a "general" URLO officer designation with discrete subdesignations.
1967	Judge Advocate General (JAG) Corps established by Public Law 90-179 (Title 10, U. S. Code, 1964 Edition and Supplement IV Jan 4 1965 - Jan 2 1969, paragraph 5148). Effective date was 8 December 1967. Designator Code 2500 was allocated to this corps.
	In the Navy Manpower and Personnel Management Information Systems Task Force (MISTAF) report (30 Aug 1967) it was indicated that the Officer Designator should remain as it was. Modification and flexibility for it was to be provided by means of a new classification coding structure to identify Primary Qualification in Specialty (PQS). The MAPMIS Information Objectives came from this task force's recommendations.
	The final report of the Designator Study Group was forwarded for review on 25 Oct 1967. It recommended keeping the basic structure while advocating several changes.

| 1968 | BUPERS INSTRUCTION 1210.14 of 6 Feb 1968, Subj: Officer Designator Codes |

Public Law 90-386 of 5 Jul 1968 made a number of changes in what had been specified in the Officer Personnel Act of 1947:

"Designated for limited duty" was substituted for "appointed for limited duty only."

"Unrestricted line officers of the Regular Navy" was changed to "active list of the Navy."

Percentages of various officer categories were increased:

a. Special Duty Officers to 6%

b. Engineering Duty Officers to 5 5/10%

c. Aeronautical Engineering Officers to 3 5/10%

CAPT A. R. Boettcher's study group produced Primary Qualifications in Specialty (PQS/U) and Utilization Codes for the aviation community. (PQS changed to AQD in 1970).

(Pers-B13, 7 Nov 1968) "As an interim measure, hopefully at the time until a revised designator system could become operative, an internal BUPERS 'Occupation Code' system was devised by Pers-B13 and with Pers-N support installed in 'Detailers Remarks', a temporary section of the Officer Master File."

1969 — SECNAV cancelled approval for the two Alford Board officer designator recommendations at BUPERS/Op-01 request.

NPRDL WRM 70-10 of July 1969 proposed handling officer classification and coding research and development on a total system basis, e.g., consider modification of the officer designator in relation to the total officer personnel system.

BUPERSNOTE 1120 of 27 Aug 1969, Subj: Transfer between the Unrestricted Line and Restricted Line of the Regular Navy; procedures for

BUPERSNOTE 1210 of 21 Oct 1969, Subj: Officer Designator Codes

1969
(continued)

MAPMIS Information Objectives #11, #30, and #31 combined. Primary emphasis to be on refinement of the officer designator in relation to entire officer classification coding system. Total Officer Personnel System (TOPS) Research Steering Committee established. (BUPERS memo Pers-Ag WHR-jas of 23 Dec 1969). See Appendix B.

1970

March
Pers-A3 agreed to Vice Chairman, TOPS Steering Committee, request that MAPMIS Information Objective #11, Refinement of the Officer Designator, take precedence over other phases of officer research.

BUPERSNOTE 1210 of 28 Apr 1970, Subj: Change of Temporary and Reserve Officer Designators.

Primary Qualifications in Specialty (PQS) changed to Additional Qualification Designation (AQD) to prevent mix-up with P-, S-, and Q-Codes and Personnel Qualifications Standards (also PQS), in a meeting between OP-01 and Pers-B1 representatives.

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APPENDIX B

PAST RESTRUCTURE PROPOSALS COMPARED TO THE CURRENT OFFICER DESIGNATOR

CURRENT STRUCTURE:
(BUPERSNOTE 1210,
21 OCT 1969)

X X X X
- Officer Category/Specialty
- Status (e.g., USN)

DSG (OP-100):
25 OCT 1967

X X X X
- Officer Category
- "In Training," URLO/STAFF
- Status (e.g., USN)
- LDO/WO Specialty
- RLO Specialty
- LDO/WO, Staff Category
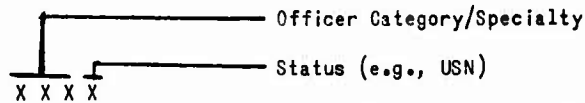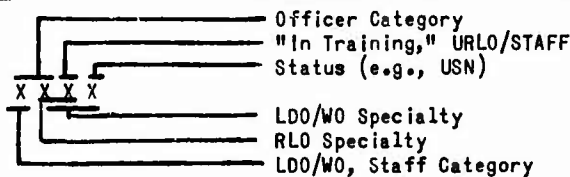
PERS-A1: CAPT Alexander,
22 NOV 1966)

X X X X
- Status (e.g., USN)
- Officer Category (e.g., Qualif. in Surface Warfare)
- Training Field, LDO/WO Field, URLO Subspecialty/RLO Specialty

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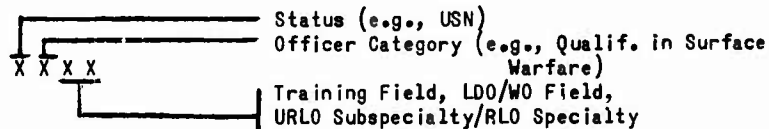
PR&DL suggested
alternatives to
implement Dillon
Bd. MPWR 14,
15 OCT 1963:

4 Digit

X X X X
- Officer Category/Specialty (e.g., Line/Aviation Support, naval warfare)
- Primary Career (e.g., ASW)
- Secondary Career (e.g., Science)
- Status (e.g., USN)

5 Digit

X X X X X
- Officer Category/Specialty (e.g., Line/Aviation Support, naval warfare)
- Primary Career (e.g., ASW)
- Secondary Career (e.g., Science; Astronomy)
- Status (e.g., USN)

6 Digit

X X X X X X
- Officer Category/Specialty (e.g., Line/Aviation Support, naval warfare)
- Primary Career (e.g., ASW)
- Secondary Career (e.g., Science; Astronomy)
- Status (e.g., USN)

PERS-A1:
(CAPT P. S. Savidge, Jr.,
11 FEB 1957)

BILLET:

X X X / X X X
- Category (i.e., Line or Staff)
- Broad Specialty (e.g., Surface)
- Specialty within category (0=Line Eligible for Command at Sea)
- Kind of Job in Field (e.g., Operations)
- Particular Specialty in Sub-Field
- Sub-Field of 3rd digit Field

OFFICER:

X X X X
- Compatible with first 3 digits of BILLET
- Status (e.g., Permanent Regular)

(Assignment Code)

X X X X X
- Same as first 3 digits of Designator
- Assignability
- Compatible with 4th digit of BILLET
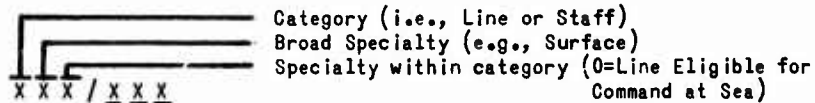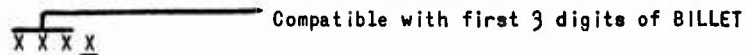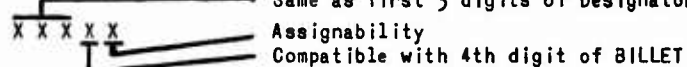
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DESIGNATION CODE (DESIGNATOR) USAGE

Codes in use (or recently used) [ ]

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		2			2	1	8	2
		3			3			3
		4			4			4
		5			5			5
		6			6			6
		7			7			7
		8			8			8
		9			9			9
1	1	0	1	5	0	1	9	0
		1	1	5	1	1	9	1
1	1	2	1	5	2	1	9	2
1	1	3			3	1	9	3
		4			4	1	9	4
		5			5	1	9	5
		6			6			6
		7			7			7
		8			8			8
		9			9			9
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		2			2			2
		3	1	6	3			3
		4	1	6	4			4
		5	1	6	5			5
		6			6			6
		7			7			7
		8	1	6	8			8
		9			9			9
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1	3	2			2			2
		3			3			3
		4			4			4
1	3	5			5			5
		6			6			6
1	3	7			7			7
		8			8			8
1	3	9			9			9

(Bracket beside 190–195:) Have been used to identify prospective Staff Corps (To be changed?)

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		2			2			2
		3			3			3
		4			4			4
		5			5			5
		6			6			6
		7			7			7
		8			8			8
		9			9			9
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		4			4			4
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		6			6			6
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		8			8			8
		9			9			9
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		8			8			8
		9			9			9

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		6			6			6			6
		7			7			7			7
		8			8			8			8
		9			9			9			9

500s	540–570s	580–610s	620–650s	660–690s	700–730s
500	540	580	620	660	700
501	541	581	621	661	701
502	542	582	622	**662**	702
503	543	583	623	**663**	703
504	544	584	624	664	704
505	545	585	625	**665**	705
506	546	586	626	666	706
507	547	587	627	667	707
508	548	588	628	668	708
509	549	589	629	669	709
510	550	590	630	**670**	710
511	551	591	631	671	**711**
512	552	592	632	672	712
513	553	593	633	673	**713**
514	554	594	634	674	**714**
515	555	595	**635**	675	715
516	556	596	636	676	**716**
517	557	597	**637**	677	717
518	558	598	638	678	718
519	559	599	639	679	719
520	560	**600**	**640**	**680**	720
521	561	**601**	641	681	**721**
522	562	602	642	682	722
523	563	603	**623**	683	**723**
524	564	604	644	684	**724**
525	565	605	645	**685**	725
526	566	606	**646**	686	726
527	567	607	647	687	727
528	568	608	648	688	728
529	569	609	649	689	729
530	**570**	610	650	690	730
531	571	611	651	691	731
532	572	612	652	692	732
533	573	613	653	693	**733**
534	574	614	654	694	**734**
535	575	**615**	655	695	735
536	576	**616**	656	696	736
537	577	**617**	657	697	737
538	578	618	658	698	738
539	579	619	659	699	739

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		2			2			2			2			
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		8			8			8			8			
		9			9	8	4	9			9			
7	7	0	8	1	0	8	5	0	8	9	0			
		1			1			1			1			
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		3			3			3			3			
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		5			5			5			5			
		6			6			6			6			
		7	8	1	7			7			7			
		8	8	1	8			8			8			
		9			9			9			9			

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APPENDIX D

CHARTS OF URL OFFICER COMMUNITIES
USED IN BUPERS OFFICER MANAGEMENT SIMULATION MODEL
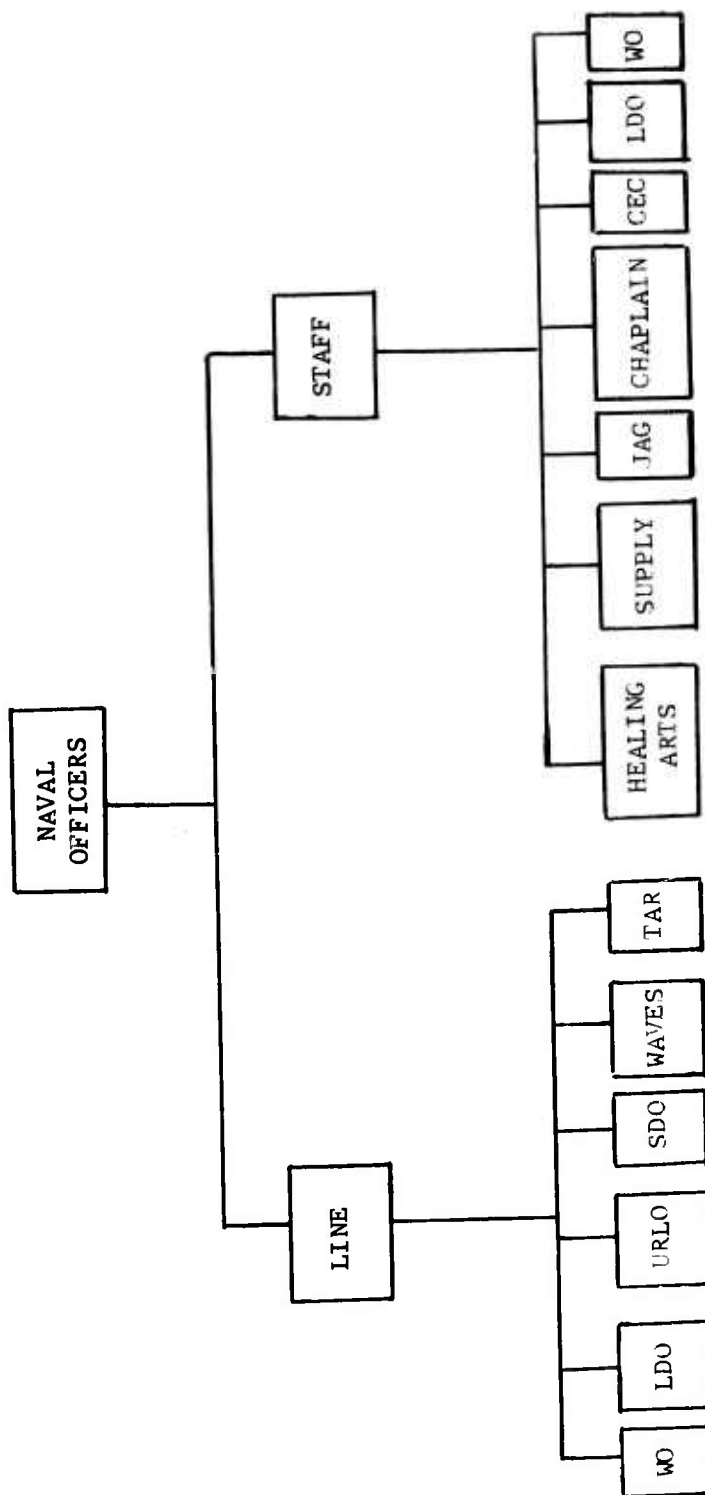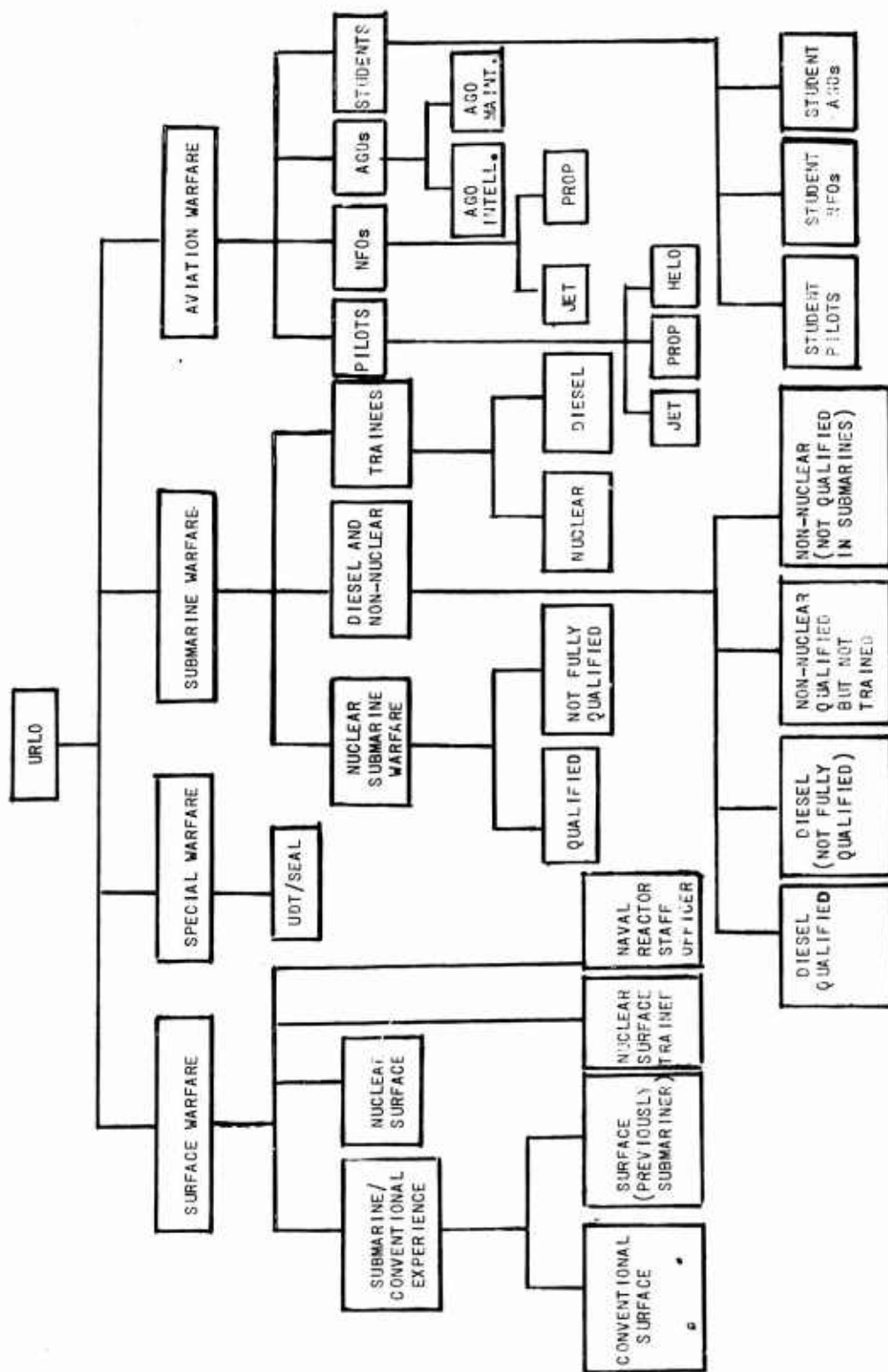
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DEPARTMENT OF THE NAVY

BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370

IN REPLY REFER TO
Pers Ag-snw

1 JUN 1970

MEMORANDUM FOR PERS A3

Subj: Research Requirements in support of Officer Personnel Systems

Ref: (a) CNO Memo Pers Ag of 23 Dec 69
      (b) Pers 1 Memo Pers Ag of 23 Dec 69

Encl: (1) Description I.O. 11
       (2) Description I.O. 30
       (3) Description I.O. 31
       (4) Pers B Officer Subsystem

1. In reference (a) the Chief of Naval Operations stated a desire to consolidate effort regarding MAPMIS information objectives 11, 30 and 31 and an improved Officer Management information subsystem under the Total Officer Personnel System (TOPS) personnel research project. Accordingly, a Steering Committee was formed by reference (b), to provide guidance to the research effort. Progress in this effort has been limited primarily by funding. However, the FY 71 TDP for ADO 43-07X, Manpower Effectiveness, has programmed resources to initiate advanced development in officer personnel systems.

2. The purpose of this memorandum is to provide additional guidance for this research effort.

3. The fundamental requirement for continued effort to improve the overall officer classification system stems from the demand by line managers for better, and more complete management information for both manpower and distribution planning. Formal studies have reiterated the requirement for an improved officer classification system for many years. The most recent such studies were the SECNAV Retention Task Force, the Navy Manpower and Personnel Management Information Systems Task Force (MISTAF) and the proposal by Pers B for an improved officer subsystem for distribution management. Review of the above documents clearly indicates that the officer classification system must be improved and the primary area of concern at this stage is one of gaining adequate visibility into the overall problem in order to determine general methodology, what kinds and how many people should do the work, and what the priority of effort should be in relation to timing and funding.

4. Information Objective 32 required the design of an information system capable of supporting the full scope of officer plans, planning and programing including retention aspects as follows:

Preceding page blank

Subj: Research Requirements in support of Officer Personnel Systems

    a. Projection models of strength, procurement, education and training and promotion plans.

    b. Distribution projection models which take into account resources versus requirements, career planning guidelines, special qualifications and distribution policies.

    c. Proper interfaces among each of these planning processes.

    d. A Master Data Set containing sufficient information and standard data elements for use by all planners.

The above planning system, computer supported by the existing Manpower Information System has been completed. It has been used for two years in connection with official officer planning matters. The methodology and printed outputs are suitable for direct management analysis. A reorganization of officer personnel planning offices in BUPERS in order to optimize the use of the system has been approved for planning purposes. Proposals for the revised organization are being prepared now.

5. The only deficiency in the I.O. 32 system, is that basic officer classification nomenclature in the billet file and the inventory file does not provide all of the basic data needed and in many cases does not correlate with actual management realities. In most cases, billet nomenclature is too broad, and inventory nomenclature is inconsistent with the billet file. The net effect of this is that the planning system must be "jury rigged" in many cases in order to match a given community of officers with a particular set of billets. The same anomaly appears in the officer Distribution Planning Process where in the same instances that the automated system must be "jury rigged" to pick up a non-standard segment of a community or billets, specially programmed runs must be made or data obtained by "hand-count". In otherwords an automated system of planning will not be effective until the officer classification system is cleaned up to reflect realistic correlation between inventory and requirements according to actual management policies.

6. The completion of I.O.s 11, 30 and 31 and the improved officer subsystem described in enclosures (1), (2), (3) and (4) is essential to effective management of officer programs. It is necessary for automated support for Budgeting, Programming, and Planning as well as Distribution. Extensive research effort will be required and the complete project will take several years to accomplish. Completed segments should be implemented while research continues in further areas. Over all effort must include the following major areas:

Subj: Research Requirements in support of Officer Personnel Systems

    a. Under law, determine what specific officer classification categories are required.

    b. What refinement of the legal categories are required to accomplish Planning and Programming as required by DOD Budget process.

    c. What additional refinements are necessary for effective Navy personnel management. (including subsystems for special qualifications within a major category)

    d. What are the specific manpower planning rules or definitions for each officer billet category.

    e. What are the Specific Distribution Planning rules or definitions for each officer community category.

    f. For each officer category required, what is the most effective classification method to use. i.e. Designator, SQ/SD, NOC, T.P.E., PQS/U, PNOBC, SNOBC (Note: There must be a one for one correlation between billets and inventory)

    g. What is the management and cost impact of changes required to the current system. (least possible change to current system is desirable)

    h. What are the known combinations of Officer Categories and Sub-Categories which must be programmed for recurring report output in support of current management requirements.

Additional areas of research will no doubt be uncovered as the effort progresses. The Steering Committee will provide broad guidance for the purpose of compartmentizing major areas of research to be undertaken and establish relative priority of effort. At this time the priority of effort requested by the committee is as follows: (To be accomplished if possible by 30 June 1971)

    1. Determine officer categories required under the Laws which are best described by the Designator system.

    2. Determine what refinements are necessary to those designator categories in order to respond to the DOD planning and programming system.

    3. Determine Manpower planning definitions for each billet designator category.

Subj: Research Requirements in support of Officer Personnel Systems

4. Determine Distribution planning definitions and rules for each officer designator category.

5. Determine first level sub-category for each designator category (PQS, SQ/SD).

6. Recommend next level sub-category to be researched.

7. It is requested this research effort be accorded a high priority for the allocation of available resources. The results are actually overdue and the primary reason is that prior efforts to find adequate resources has failed. All I.O.s included in this effort are Number 1. priority status in the MAPMIS implementation plan.

R. R. CRUTCHFIELD
ASSISTANT CHIEF FOR PLANS AND PROGRAMS

Copy to:
CNO OP-01B(SG)
CNO OP-102D (less encl (4))
Pers B10 (less encl (4))
Pers 1 (less encl (4))

INFORMATION OBJECTIVE #11:

Improve the quality of selected manpower requirements information in the MARP and Billet Files.

MANAGEMENT USE:

———1.—Facilitate the assimilation of more accurate manpower information for peacetime and mobilization planning.

2. Provide better billet information for manpower and personnel management.

MEANS OF ACCOMPLISHMENT:

1. Refine the use of officer designators to enhance the capability of matching officer manpower requirements with the officer personnel inventory.

2. Develop a Primary Qualification in Specialty (PQS) for each category (designator) of officers to show major fields of qualifications within that category (see Information Objective #30). A three-digit data element for this purpose has been provided in the NMIS II Officer Billet File and Manpower Authorization (OPNAV 1000/2), but detailed codes remain to be developed.

3. Change the usage of the present secondary NOBC element in the Officer Billet File and Manpower Authorization (OPNAV 1000/2) to reflect prerequisite NOC for functional experience or specific training required for assignment of officers to certain billets. No change in Officer Billet File element is required but a change in NOBC/NOC structure is recommended (see Information Objective #30).

4. Redesignate the planned data element for Additional Billet Requirement (ABR) to Additional Billet Information (ABI - for use in both Officer and Enlisted Billet Files and Manpower Authorizations (OPNAV 1000/2). The data element will be a one-character, alpha-numeric code for further identification of selected manpower information, including type security investigations required for certain billets.

5. Increase the review and monitoring of mobilization manpower requirements and minimize disparities associated with phase-up/phase-out requirements and billets to be filled from active sources upon mobilization (FAC Code "A").

Enclosure (1)

INFORMATION OBJECTIVE #30:

Define more precisely the qualifications required by officer billets, utilizing standard codes for both the requirements and the officer personnel data banks.

MANAGEMENT USE:

Improved descriptions of billets providing better management information for the full scope of officer manpower management.

MEANS OF ACCOMPLISHMENT:

1. Redefinition of the billet file to show the qualifications required of each job to be done within the framework of presently established format for this file.

2. Sponsors/OP-01/BUPERS will identify billet qualifications in the following manner:

a. Review NOBC/NOC's with the objective of redefining the level of responsibility and authority of the functional experience, establishing a heirarchy as practicable for NOBC/NOC's, relating NOC's to functional training courses, and relating NOC's to the "S" - coding of subspecialists.

. b. Develop a Primary Qualification Specialty (PQS) structure for each category of officers which would show major fields of qualification within the category.

c. Utilize the pilot study of the ADP Personnel Program Manager as a guide for review of the NOBC/NOC system.

INFORMATION OBJECTIVE #31:

1. Establish a more comprehensive officer master record that will provide for:

   a. More clearly defined data elements for information inquiry and retrieval.

   b. Data elements compatible with requirements files.

   c. More comprehensive basis for statistical and historical analysis.

   d. The capability of creating a "working file" of the more commonly used data elements of the officer master record.

MANAGEMENT USE:

1. Master record file for officers to be used for special searches and regular report generation.

2. "Working file" of the most frequently used data elements of the master record for remote information inquiry and retrieval.

MEANS OF ACCOMPLISHMENT:

1. Specify and incorporate new data elements which are needed at the present time. Identify data elements for the "Working file" for incorporation into a separate storage device of system which would provide readily accessible management information.

2. Redefine and redesignate data elements of BUMED and Supply Systems Command to incorporate them into the BUPERS system in order that the officer master record will answer the information needs for all categories of officers.

3. Review each data element within the context of the entire record to establish relationships and eliminate duplication.

4. Redefine NOBC/NOC's as appropriate with new 4-digit codes.

5. Define PQS codes and associate them with each category of officer.

ASSISTANT FOR PERSONNEL CONTROL MEMORANDUM Pers-B1301:vbg 5311
of 18 November 1968

This Memorandum states that:

PERS-B1 NEEDS:

1. Rapid turn-around time on officer qualifications queries;

2. System to operate on predicted actions to reflect "estimated real-time information";

3. Source data automation to include flat paper inputs via optical character readers;

4. Utilization of computer logic to automatically update related data elements;

5. Reduction of Daily Diary to a report by exception;

6. Removal of Diary's capability to override Pers-B1 input;

7. Video-file display of officer records;

8. Remote inquiry capability;

9. Expanded data base;

10. User oriented report formats.

Summation of
Enclosure (4)

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D. C. 20370

IN REPLY REFER TO

Pers-Ag-WHR-jas
Dec 23, 1969

MEMORANDUM FOR DISTRIBUTION

Subj: Consolidation of effort regarding MAPMIS information objectives 11, 30, 31 and an Improved Officer Management Information System

Ref: (a) CNO memo Pers-Ag of
       (b) Pers-B memo B10 ftg ser 5312 of 22 Oct 1969

1.   In accordance with reference (a) and by agreement with OP-01B, Pers A, B, and C the following steering committee is formed:

Chairman	Pers A
Vice Chairman	Pers Ag
Members	Pers A11ʰ
	Pers A3a/A313
	Pers B1001
	Pers N103
	OP-102
	OP-102D

Additional representatives may be requested by the chairman as may be required for specific items of discussion.

2.   This steering committee is charged with responsibility for providing specific tasks, milestones, and guidance to the Total Officer Personnel System (TOPS) research project which, when completed, will satisfy the objectives of MAPMIS objectives 11, 30 and 31 and the improved officer information system requested in reference (b)

3.   Progress in this effort shall be reported in accordance with established MAPMIS procedures.

D. H. GUINN
Deputy Chief of Naval Personnel

Distribution:
OP-01B
Pers A
Pers B
Pers N

Copy to:
OP-10
Pers A11
Pers A3
Pers B1
Pers N103

F-1

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APPENDIX G

SUMMARY AND CONCLUSIONS

(From WRM 70-10 of July 1969, TOTAL OFFICER PERSONNEL SYSTEM (TOPS) -
IMPROVEMENT OF THE NAVY OFFICER CLASSIFICATION CODING SYSTEM)

Problem

To design and develop an improved, integrated Navy Officer Classi-
fication Coding System to meet the needs of manpower managers and
personnel administrators more effectively. The specific problem of
this Research Memorandum is to reassess the current system, previous
recommendations and proposals for improvement, and needs for an
integrated system.

Background

Originating with the World War II expansion of personnel, the
Navy Officer Classification Coding System has grown and developed
(see Appendix A) into its present multiplicity of classification
and coding structures. Major advances, including EDP capabilities
to categorize and identify billet and officer qualifications
requirements, have highlighted the fact that educated, trained,
and experienced personnel resources are not unlimited. The Navy
is in competition with other services, governmental agencies,
and civilian industry for the procurement and retention of the
same skilled people.

Recommendations for improvements to the Officer Classification
Coding System made in the past should be reassessed for practicality
and timeliness. The system has gaps in unity. There is room for
practical improvement, and there is evident need for a total systems
approach to the design and development of a unified Navy Officer
Classification Coding System for the future.

Approach

Previous study and research results were reviewed and reassessed
for currency. Some of the recurring problems were discussed with
users. The various officer classification coding structures currently
in use were studied for purposes and capabilities. Then the structures
were compared with other structures to determine relationships and
overlappings of information identification capability.

Findings

Problems affecting officer personnel management have increased.
Coding structures have been developed or modified to solve particular
immediate problems on an ad hoc basis, too often without due consideration

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for the system as a whole. Structures have tended to proliferate and to overlap, e.g., ship and station codes, activity codes, TYCOM codes, standard distribution list numbers, are used under varying circumstances to identify the same locations (activities, etc.).

Conclusions

1. The officer classification coding system must meet the needs of users and the requirements of the manpower information system.

2. There must be optimum compatibility between manpower requirements and personnel resources identifications.

3. While the system should be kept as simple as possible, it must be capable of identifying qualifications and other personnel data at a practical level of precision.

4. Design of a new system, or redesign of the present system, should be in accordance with consideration of the Total Officer Personnel System (TOPS) requirements (see Appendix D).

5. Department of Defense personnel reports and inter-service relationships must be considered to maximize the compatibility of the Navy Officer Classification Coding System with DOD requirements.

Recommendations

1. Major effort be directed toward design and development of solutions to the Officer Classification Coding System recommended by the MISTAF under Objective #30. (Pages 2, 7, F1).

2. The SQ/SD classification coding structure be improved by: (Pages 2, 8, 9).

   a. Identification of all special qualifications or designations contained in the BuPers Manual, e.g., structure did not have capability of identifying UDT or Flight Surgeon until 25 June 1969.

   b. Develop definitions for these classification codes similar to those for the old A- and J-Codes.

   c. Identify responsibility for "certification" in all cases.

   d. Re-structure for better digital significance, particularly in relation to other coding structures.

   e. The Primary Qualification in Specialty (PQS), recommended by MISTAF, be incorporated into the SQ/SD structure, with the first position of the SQ/SD on the Officer Data Card to be the officer's PQS.

3. If precise educational achievement level or experience needs are to be specifically identified on the manpower authorizations, the Educational Requirements Codes (P- and S-Codes) should be modified by using B-(Bachelor), M-(Master), D-(Doctor), and E-(Experience) as appropriate in place of P- or S-. (Page 9).

4. The status identification be removed from the fourth digit of the officer designator and become a part of the file number by means of a single alpha suffix or prefix. (Page E3).

5. The Billet Sequence Code be structured and defined to give this important code greater capability for machine use in the assessment of functional relationships of and among activities indicating such information as organizational hierarchy and assignment priorities. (Page G1).

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APPENDIX H

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D. C. 20350

MEMORANDUM FOR THE HEAD, AVIATION MANPOWER REQUIREMENTS BRANCH (OP-503)
ASSISTANT FOR LONG RANGE OFFICER PLANS (PERS-Ag)

Subj: Aviation officer billet coding; request for comments concerning

Ref: (a) OP-102D memo of 2 Jan 1970 (NOTAL)
(b) TOPS RPT WRM 70-10 Jul 1969 (NOTAL)

Encl: (1) Primary Qualification in Specialty and Utilization Coding
(2) SQ/SD Codes
(3) Additional SQ/SD Codes and PQS Revised Coding in E00-E99 Series
(4) Code 1300 Billet Modifiers

1. By reference (a), the Head, Officer Plans Section (OP-102D) advised of
the intent to coordinate with OP-503 on matters relating to designator
modifications and Primary Qualification in Specialty/Utilization (PQS/U)
coding of billets common to both naval aviators and naval flight officers
(NFO's). Pers-Ag, as Vice-Chairman of the Committee for an Improved Officer
Management Information System, is also directly concerned with these matters.
Since H.R. 14051 has recently been signed into law by the President, there
now exists an expanded command opportunity for NFO's which should be
reflected in an appropriate billet designator with associated PQS/U coding.
The following paragraph outlines a plan to indicate the requirement for
either a naval aviator or NFO in certain billets on Manpower Authorizations
(OPNAV Form 1000/2A).

2. The following plan is proposed for a 1300 billet designator in the
grade of commander with PQS/U coding:

a. Billets currently assigned a 1300 designator will retain this code.

b. The general designator 1300 will also be assigned to certain billets
at the commander grade which may be filled by either a naval aviator or NFO.

c. OPNAVINST 1000.16(series) will be revised to reflect the afore-
mentioned definition of billet designator 1300.

d. Commander billets assigned designator 1300 will be selected by
representatives of the Career Planning Board, OP-503 and OP-102D. Examples
of such billets which might be considered for 1300 coding are:

(1) C.O. and X.O. of squadrons having allowed seat factor require-
ments for both naval aviators and NFO's. Future reorganizations in certain
aviation squadrons may also require identification of lieutenant commander
C.O. and X.O. billets for the 1300 designator.

H-1   Continued

       (2) X.O. and department heads on CVA and CVS type ships.

       (3) C.O. and/or X.O. at certain naval aviation schools (e.g., VT-10, FAETULANT/PAC).

       (4) X.O. of certain NAS's and NAF's

       (5) COMCVW's.

       (6) C.O. and X.O. of certain VC squadrons and all TACRONS.

    e. PQS/U codes will initially be assigned to the billets designated 1300 at the commander level and then expanded to the captain level.

3. The PQS portion of the coding will be necessary to further identify the requirement of the generalized designator due to the loss of the billet modifiers. The format of the ammended U codes will remain standard as previously established and will not be referred to in further discussion of coding procedures. However, a revision of the PQS coding recommended in the 1968 Report of Aviation Officer Requirements Study will be required. This is considered necessary since, as indicated in enclosure (1), there is no code to cover the situation where a billet can accommodate either a naval aviator or NFO. A separate qualification identifier column for naval aviators or NFO's is not considered feasible in the present PQS structure since there are insufficient letters remaining for the additional categories which would be required. The alternatives therefore are a complete revision of PQS coding or adoption, modification and expansion of the Special Qualification/ Special Designation (SQ/SD) coding format in enclosure (2). Utilization of the SQ/SD coding for PQS was recommended in reference (b) since this format offers the classifications necessary to expand the PQS to include the 11XX, staff corps and restricted line billets. The additional classifications listed in enclosure (3) would most likely be necessary in order to cover the "either" requirement for a naval aviator or NFO. Similar classifications or modifications of those already existing in the SQ/SD structure will be necessary when expanding PQS coding to the other naval aviator and NFO billets which are not slated for the initial 1300 coding.

4. Use of the SQ/SD numbering system, however, would not allow expansion of the various categories beyond the number 999. The reason for this limitation is the machine restriction of three data elements for this coding. Use of a PQS coding procedure of a letter followed by two numbers would allow 2600 categories within the 3 character limitation (26 alpha characters X 100 numeric characters). Therefore A00-099 (300 categories) would be reserved for surface and D00-F99 would be reserved for air. Within the span of D00-F99, D00-D99 would be used for naval aviator qualifications, E00-E99 would be used for the naval aviator or NFO qualifications and F00-F99 would be used for NFO qualifications. There would then be 2300 remaining categories for the 11XX, restricted line and staff corps. The revised PQS coding procedure for naval aviator or NFO experience is also listed in enclosure (3).

5. Enclosure (4) outlines the billet modifiers and is forwarded for reference as it relates to the proposed additional PQS or SQ/SD codes. Consideration should also be given to changing the name PQS coding to SQ/SD (or some other acronym) since confusion will most likely occur with the billet educational codes (P-, S- and Q- codes). This will require a revision of the Navy Manpower Information System (NMIS) II Manpower Authorization at some future printing since the term PQS has already been listed on the initial publication. A decision on this matter however should await a possible revision of the billet educational codes.

6. It should again be emphasized that adoption of a generalized designator 1300 will mean a loss of billet modifiers. This will require that OP-102D formulate a method of calculating discreet naval aviator and NFO requirements within the generalized designator. This determination of requirements will most likely be based on the other respective billets which support the generalized 1300 billets. It is considered that the following method (or a modification thereof) of determining 1300 naval aviator and NFO CDR requirements would be appropriate depending on the CDR billets selected for the generalized designator:

- Total for all grades LCDR and below the number of 131X, 132X, 133X and 1399 (aviator/training) billets. Total separately for all grades LCDR and below the number of 137X, 1398 (NFO/training) billets. Sum the resultant totals and calculate a percentage of aviator billets to NFO billets to determine their respective requirements within the 1300 designator.

7. Your comments and/or recommendations on the foregoing plan are requested

J. R. WARD
Captain, U. S. Navy
Deputy for Manpower

Copy to:
CNO (OP-100, 100E)
    (OP-102, 102F11, 102F3)

H-3

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13. ABSTRACT

Imperfections and faults have become increasingly apparent in the Navy's system of officer classification due to changes in the budget process under the planning and programming system and the demand for computer assisted personnel management capabilities. Current and historical information concerning Navy officer classification, particularly the officer "designator," has been reviewed and given preliminary analysis in relation to the entire officer personnel system requirements. Recommendations are made for refinements to the officer classification system which incorporate basic concepts with specific developmental research and development tasks for Fiscal Year 1971.

14 KEY WORDS	LINK A		LINK B		LINK C	
	ROLE	WT	ROLE	WT	ROLE	WT
Navy Officer Classification						
Personnel Classification						
TOPS (Total Officer Personnel System)						
Classification						
Coding						
Designator						